



COMMUNITY DEVELOPMENT DEPARTMENT

Building Inspection Division

221 West Pine St./PO Box 3006, Lodi, CA 95241-1910

(209) 333-6714

Plan Submittal – Tenant Improvements

Policy and Procedure No.: **B-[08]-[03]**

[January] 2011

Purpose

This handout establishes a procedure for complete plan review submittals for proposed commercial interior and exterior tenant improvements. Approval must therefore be obtained from Planning and Building Inspection before commencing any work.

Permits Required

A building permit is required for the following type of work:

- Interior or exterior tenant improvements
- Change of Occupancy Type and/or Use
- Interior and/or exterior disabled accessibility upgrades or modifications
- Interior improvements for “Spec” Office tenant spaces (refer to Policy and Procedure No. B-05-21 for specific conditions allowed)
- New business tenants relocating to a new “cold shell” building/tenant space (i.e., when a space is converted from unconditioned to conditioned area) or first tenant.

Shell buildings may not have a fully designed HVAC, plumbing, electrical or exiting system in their design. Therefore, a plan submittal and permit application is required in order to review habitability issues for the known occupancy.

*The drawings and permit application shall disclose the tenant’s specific use in order to make an accurate plan review and hopefully, obtain a final **Certificate of Occupancy**; this will assure occupants can successfully occupy the premises.*

Plan Submittal for Construction

Quantity

- Seven (7) complete sets of plans must be submitted (at least two shall be wet-signed and stamped by a licensed professional **architect or engineer**); **Note:** simple alterations may be designed by a designer if approved by building

department staff. A completed Application for Permit form and plan check fee paid. Upon submittal of plans, these will be distributed to Building Inspection, Planning, Public Works, Fire Department, EUD.

- Two (2) sets of engineered calculation reports wet-signed and stamped [if structural modifications are proposed].
- Two (2) sets of Title 24 Energy reports.
- One (1) approved set of San Joaquin County Environmental Health Division plans or letter of approval [required for food establishments only].
- Six (6) Copies of 8 1/2 X 11 Site Plans.

*Plans shall be prepared by California licensed professionals (**architects or engineers**). **Note:** simple alterations may be designed by a designer if approved by building department staff.*

Building permits shall only be issued to owners, authorized agent to owners, and state licensed contractors. However, tenants may obtain a permit as an “authorized agent” with written authorization by the property owner.

Additional Requirements

- Fire Department plan review will be performed by the building department. The plan review will be preformed in concurrent with the building review.
- Plan approval is required prior to submitting plans for food handling facilities when they prepare, package or service food, by the **San Joaquin County - Environmental Health Division** at **(209) 468-3420**.
- **Public works** may collect sewer impact fees for initial tenant improvements in new shell buildings and/or changes in use for existing buildings. Payment of these fees must be made to Public Works prior to permit issuance. Please contact **Public Works** at **(209) 333-6706** for fee estimates.

- Completed HAZMATS survey form.

Other Permits Requirements

- Separate plan/permit is required for items such as: *High Piled Storage Racks; Spray Booths; AFES /Fire Alarms; Medical Gas Piping, Tanks.*

Plan Review Timelines

Allow a minimum of **15** business days for the first plan review and **10** business days for any subsequent reviews.

Minimum Plan Requirements

Size

Plans shall be drawn to scale, fully dimensioned, and legible on minimum 18"x24", 24"x36", and maximum 30"x42" sheets.

Information

1. Plot plan and Cover sheet - job building/suite address; name, address and phone number of building/business owner, contractor and design professional; description of work including applicable codes, type of construction, occupancies, fire sprinklers; improvement area (sq. ft.), lot and building size; identify uses of adjacent spaces/suites; location and distances to all real or assumed property lines; north arrow; index of drawings. Complete site layout showing compliance with 2013 California Building Code CBC, Sections 11B202 and 11B202.4 (path of travel from the public way to the main building entrance; from disabled parking stall to altered areas and from access and exit doors to the public way).

If site accessibility has already been approved under the shell building plans, include the reference sheets with the T.I. submittal, with clear indication of accessibility details identified and cross-referenced to the Site Plan (i.e., parking stalls, signage, curb ramps, exterior landings, walkways slope, etc.).

2. Architectural plans - dimensioned floor plans identifying room uses, door/window keynotes, room finish schedules; assembly seating plan; proposed exiting system depicting all required exit elements such as corridors, exits, stairways, exit passageways; allowable area/occupancy load tabulations; identification and fire-rating listing details; location and ratings of shafts, floor ceiling/roof assemblies.

Stair/handrail/guardrail/deck location and details; architectural and framing details for building cross-sections, wall bracing and mechanical supports; suspended ceiling plan and legend; all interior disabled access elements (restrooms, door/wall signage, equipment clearances and mounting heights, door/hardware dimensions, counter heights, etc). If exterior work is proposed, provide elevations identifying construction materials, colors, maximum building height and wall covering specifications.

3. Mechanical, Electrical and Plumbing plans - complete mechanical plans identifying location for all supply and return air registers, HVAC equipment, fire/smoke dampers; equipment schedule; roof-mounted equipment location, weight and anchoring details. Electrical plans locating all electrical outlets (including GFCI), switches, lighting fixtures, exit signs and type of illumination; size and location of main and sub-panels; single-line diagrams, panel schedules and load calculations. Plumbing plan identifying size and location of all plumbing fixtures and DWV; water and gas supply piping sizes and materials for all fixtures and appliances.
4. Structural / Framing plans - when structural modifications are proposed, provide appropriate plans for foundation, floor and roof framing design; framing detail plans depicting method of attachment/hardware.
5. Title 24 energy calculations - completed ENV-1, LTG-1, LTG-2 and MECH-1 forms permanently affixed to plans. Compliance with the *Standards* (i.e., envelope, lighting and mechanical) must be made if a building/space is being altered.

Fees

Building fees are based on the total value of all construction work (including labor and materials). Consult with a Permit Technician in the Building Division for details.

Application Forms

An Application for Permit form may be requested at the Building Inspection office located at:

Address: **221 West Pine Street**
Phone: **(209) 333-6714**